Minutes
NV IT Operations Committee (NITOC)

DATE	July 14, 2005
TIME	1:30 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Amy Douglas

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair	✓	Kathy Ryan, Co-Chair	✓
Mike Hillerby, Chair, Strategic Plan		Perry Comeaux, Co-Chair, Strategic Plan	
Roberta Roth, Chair, ITPOC		Kathy Ryan, Co-Chair, ITPOC	✓
Janice Rhode, Chair, IT Workforce		Kathy Comba, Co-Chair, IT Workforce	
Dave McTeer, Chair Enterprise Architecture	✓	Terry Savage, Co-Chair, Enterprise Architecture	✓
Teri J. Mark, Chair, NERC	✓	Linda Morrison, Co-Chair NERC	✓
Alan Rogers, Chair, Integration		Vacant, Co-Chair, Integration	
Randy Potts, Chair, Security	✓	Jerry Beauchamp, Co-Chair, Security	

Other attendees

Name	Name

CALL TO ORDER
Terry Savage called the meeting to order at 1:30 pm.

REVIEW OF MINUTES AND AGENDA CHANGES
The minutes from the May 15, 2005 meeting were approved with no amendments.

CHAIRMAN REPORT
Terry Savage announced that the first Nevada Communications Interoperability Plan was passed by the Homeland Security Committee this month. He stressed the importance of this document to not only State government's operations but to the State as a whole (city, county governments). Terry also announced the formation of a new committee: the Technical Standards committee. He indicated that he will represent this committee in future NITOC meetings. Terry also mentioned that he is working with the DoIT Security Unit on a project for Taxation and that he has a meeting next week concerning the Corrections RFP.

DECISIONS[1]

Item No.	Decision

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[1] *Decision*: Reaching a conclusion… particularly in response to a course of action.

1.	It was agreed upon by the Committee to change the start time of the NITOC meetings from 1:30 to 1:00 to ensure maximum attendance.
2.	PSP 9.12 IT Project Manager Qualification and Selection was passed as amended.

COMMITTEE REPORTS

1.	**IT Project Oversight** – Kathy Ryan stated that she presented the PSP for Project Manager Qualifications to ITSPC. She distributed the new PSP and Impact Statement and discussed the changes that ITSPC wanted. She mentioned that they are working on an RFP for a vendor to come in and teach a Project Management class each for beginning and advanced levels. Kathy also said that ITPOC closed out the projects for FY 05 and needs a list for FY 06/07.
2	**NERC** – Teri Mark announced that NERC has secured a vendor to put on a two-day class for Certified Document Management Architects. She stated that this will include project planning for document imaging, user needs, and electronic records programs. Teri agreed to send the agenda of the class to NITOC members.
3	**IT Work Force**- Randy Potts stated that they are rewriting the Network Specialist class series and looking at all IT class series in order to make them more consistent (e.g. DPS officer concept)
4.	**Integration –** No report Given
5	**Strategic Planning** – No report given
6	**Enterprise Architecture** – Dave McTeer stated that they will be having an Advisory Committee meeting and that he will report back at the next meeting.
7.	**Security**- Randy Potts stated that they are seeking a temporary Security Class series. He stated that Mary Day and Roz Hoid will present the Information Security Officers series. Randy explained the needs and differences between each ISO position. He also mentioned that the Security Unit has relocated to the Curry Street building. Randy stated that he and Dave McTeer will head an ad hoc group to study the impact of the confidential document bills. They will be monitoring to see if there are vulnerabilities within the agencies.
8.	**NCSC –** Terry Savage discussed SafeCom, which has signed on with NSCS in a consulting capacity. He said that they are working on a revision of the Nevada Communication Interoperability Plan for the October Homeland Security Commission meeting. Terry also stated that SB380 passed, making NCSC an official committee of the Homeland Security Commission.

ACTION ITEMS[2]

Item	Opened	Description	Assigned	Due	Closed

OTHER ISSUES

Terry announced that Government Technology is putting on a presentation on September 29. He stated that he and Rod Massey, CISO of Clark County, are co-presenters. Terry said that the theme is System Collaboration and Integration. The presentation will be held at the Mandalay Bay in Las Vegas.

ADJOURNMENT

The meeting was adjourned at 2:50 pm.

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[2] *Action Item*: A commitment to complete an action or an assignment.